



JOB DESCRIPTION

Trust & Foundation Manager

Up to £35,000 per annum (FTE) depending on experience
Permanent role, 52 weeks per year

We think this role requires 28-35 hours per week, but we're open to discussions about flexibility.

Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

This role will require a DBS check.

About Little Village

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of 5. We've grown to be one of the largest 'baby banks' in the UK, supporting over 22,000 children since we launched in 2016. Families are referred to us via a network of over 2,000 professionals such as midwives and social workers.

As a volunteer powered movement of parents committed to alleviating child poverty, Little Village's vision is that every child in the capital has the essential items they need to thrive.

About this role

We are looking for an experienced and ambitious Trust and Foundation Manager to help Little Village support more families and young children in communities across London. You'll be passionate about tackling child poverty and motivated by our values of love, solidarity, thriving and sustainability.

Little Village has a strong track record in trust and foundation fundraising, securing six figure gifts and multi-year commitments. The support we receive has increased substantially over the past year which has enabled us to respond to the increased needs presented by the rise in poverty. Over the next three years we anticipate significant growth of our family services which will need support from a growing fundraising team – it is an exciting time to join Little Village.

You will be joining our Head of Fundraising, Angela Basso, to bring capacity, expertise and energy to Little Village's trust and foundation fundraising. The post-holder will have the opportunity to develop and drive the trust and foundation strategy with considerable autonomy.

As a small organisation, we are looking for someone happy to work collaboratively and creatively with the whole team.

Reports to: Head of Fundraising

Number of direct reports: None

Purpose of role: With support from the Head of Fundraising you will drive the development and delivery of the charity's trust and foundation fundraising programme, provide excellent donor management and lead on robust reporting.





Key Tasks and Accountabilities

This will include:

- Overseeing the delivery of Little Villages' trust and foundation fundraising programme and ensuring that all relationships with grant making organisations are well managed.
- Researching new grant leads and making proactive approaches to grant making organisations.
- Managing a number of high value grant partnerships as well as leading on prospecting and applying for high value bids.
- Managing the trusts fundraising activity calendars and reports on Salesforce.
- Writing, developing and supporting pitches and applications to trusts and other related funders.
- Working with the finance team to produce relevant budgets and support applications.
- Compiling engaging and rigorous updates and reports for trusts as scheduled.
- Adhering to data protection legislation and staying up to date with the guidelines of the Fundraising Regulator and GDPR and promoting where necessary.

About your skills and experience

At Little Village, we know that the way we do things matters as much as what we do. Time and again, feedback from families speaks about how people felt as a result of visiting Little Village, as well as the items they received.

So, when it comes to you, we are looking for how you are, as well as what you do. Your behaviours and beliefs matter as much as your previous career experience.

Who you are

- You believe that child poverty can and must be eradicated
- You see justice, not charity, as the end game
- You have a passion for our cause, our vision and our values
- You are a natural relationship-builder who builds rapport and trust quickly
- You combine pace and ambition with a commitment to self-care and reflection
- You are a natural collaborator who loves to help others shine
- You are resilient, positive, proactive and have a growth mindset

Skills and experience

We are looking for a creative and skilled fundraiser with proven success in securing funding from trusts and foundations. You need to love working with others, including volunteers, to achieve our goals.

1. A track record in generating income

- Demonstrable experience in fundraising work, with a proven ability of bringing together a range of fundraising techniques and systems to achieve targets.
- Evidence of personal effectiveness in successful income generation from trust and foundations fundraising.
- An exceptional writer and communicator, with strong attention to detail, who is happy to collaborate across the organisation and with a wide range of people to increase support for the organisation.

2. A skilled networker who can build highly effective relationships

- Clear evidence of excellent interpersonal skills, including relationship development.
- Proven success in cultivating and retaining relationships with either trusts, foundations, community partners or individuals.



3. Demonstrable experience of working collaboratively

- Tech-savvy, with excellent communication skills across all channels
- Financial literacy, with experience of working with finance to create and track budgets
- Clear drive, motivation and appetite for achieving results.

4. A systematic approach to managing multiple priorities

- Excellent at managing funder relationships, including managing reporting requirements.
- Experience of using CRM systems, ideally Salesforce.
- Knowledge of relevant charitable legislation and guidelines, as well as a commitment to fundraising best practice and to building your fundraising expertise and knowledge

5. A knowledge and passion for our work

A commitment to tackling child poverty

If your fundraising skills and experience don't exactly match the above but you feel you are a suitable candidate, please reach out to us and we would be happy to discuss this opportunity with you.

What we can offer

Salary and pension

Depending on experience, the salary for this role is up to £35,000 per annum FTE (this will be pro-rated to reflect your working hours if you work less than 35 hours per week and is subject to normal deductions). If eligible to join the pension, we will match your contributions by 3%.

Annual leave

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

Hours of work

We think this role requires 28-35 hours per week, but we're open to discussions about flexibility. This is a 52 weeks per year contract.

Location

This is a home-based role, and you will be expected to visit our sites and work with the teams across London on a regular basis. Ideally, you would be available to work in person with the Fundraising Team on Wednesdays at our Camden hub in Kings Cross.

Contract

This is a permanent contract, starting as soon as possible. You will have a probation period of 3 months.

The application process

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.



We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 28-35 hours per week but if you are interested in the role but cannot commit to the hours above, we are also open to discussing the hours you are able to do.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this [online application form](#). Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- Tell us about your track record in generating income. What skills and experience would you highlight that are relevant to our work at Little Village?
- Tell us about how you have used digital to support your fundraising work.
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and where are you still growing?
- What motivates you about working in the field of child poverty?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

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